

*Records*  
**RETURN TO 4-2**

25X1A9a

**RECORDS SERVICES DIVISION**

Mr. [REDACTED]  
Chief, Administrative Staff/OTR

15 April 1954

Chief, Records Management Division/MS

Selection of Area Records Officer

In accordance with your recent request I am forwarding the folders of four individuals for your consideration as an Area Records Officer for the Office of Training. Attached is a summary of the background and experience of each. Before making a selection I would suggest that you discuss the relative merits of each individual with their respective supervisors. With assistance as necessary from our staff, I am sure that any one of these men can establish and operate a Records Management Program for your office.

25X1A9a  
[REDACTED]

Attachment

MS/RMD/TLS:ms

*[Signature]*  
4/15/54

*Folders not sent.  
Looked at in this office.  
EW*